



**HEADQUARTERS
CIVIL AIR PATROL ARIZONA WING
UNITED STATES AIR FORCE AUXILIARY
5636 E. MCDOWELL RD., BLDG. M5341
PHOENIX AZ 85008-3455**

31 July 2002

MEMORANDUM FOR AZW UNIT/CC

FROM: AZW/IG

SUBJECT: Implementation of New York Wing's Incident Awareness Program

1. Proposal: The New York Wing's Incident Awareness program, which is considered to be best in practice is the current benchmark for CAP. The Incident Awareness File reporting system is to be maintained on all issues brought to the attention of a Unit Commander, whether in the form of a complaint or report of incident. This file will ensure that the Wing Inspector General will have a proper control mechanism to maintain a record of all complaints. The Group IG/Unit Commander must initiate a new "Incident Awareness" reporting form (attached) and email the incident details to the Wing IG immediately after a complaint or incident is reported.

2. Purpose: The purpose of this directive is not to diminish the authority or responsibilities of the Unit Commander, but rather to ensure a program is in place by which the Wing Inspector General is made aware of all incidents that could have the potential of adversely affecting the CAP program. This new procedure will ensure that higher headquarters is not blind-sided by an incident not reported or open. All current regulations will be followed and incidents will be worked to be resolved at the lowest levels.

3. Procedure:


- A. The Group IG or the Unit Commander will be initiating a new Incident Awareness Form upon receipt of a complaint or a report of incident.
- B. An email message with the preliminary information will be sent to the Wing Inspector General to obtain a case number. (Chad.Bray@Motorola.com)
- C. Form Completion Instructions:
 - 1) Unit Name: Name of Unit that Incident involves
 - 2) Date: Date Complaint/Incident was reported
 - 3) Reported By: Name/Rank of individual reporting this occurrence
 - 4) Wing Case# Assigned: Enter number assigned by Wing IG
 - 5) Name: Name of individual whom this complaint/Incident pertains to
 - 6) CAPID: CAP ID# of above individual
 - 7) Incident Description: Brief description of complaint/Incident (i.e. Financial irregularities of Unit Finances; Report of missing equipment/property)
 - 8) Section I - Incident Details: Give a detailed explanation of events as reported to you.
 - 9) Section II - Group IG Recommendations: After the inquiry is completed, what are the Group IG recommendations to the Unit Commander.

10) Section III - Unit Commanders Resolution: What were the decisions/actions taken by the Unit Commander

11) Based on the Group IG report to resolve this situation.

- D. The Incident Awareness Form will become part of a control file maintained by the Wing IG. (A future database to contain this information will be created). This file will be maintained by Complaint Name so incidents from repeat individuals can be easily reviewed for appropriate actions.
- E. Once the inquiry is completed, the Group IG/Unit Commander will send a copy of the entire file with the final completed Awareness form to the Wing IG. The Wing IG will review the file only to ascertain that proper procedures and paperwork reporting requirements were followed and advise appropriate personnel if any issues exist that should be addressed.
- F. This review will not impose any restrictions on the case being resolved at the lowest level. The Wing IG will only review the case for standardization and proper reporting procedures so that the appeals process will not be adversely affected.

4. It is the opinion of the Arizona Wing IG that this new procedure will put proper controls and management into a critical area of the CAP program and comply with CAP's Statement of Work (SOW). The new Arizona Wing Incident Awareness program will be in effect August 12th, 2002.


CHAD B. BRAY, Lt Col, CAP
Inspector General

Attachment:

AWF 123-2aW INCIDENT AWARENESS FORM

cc:
files